

Frederick County Health Care Coalition By-Laws

Article I

Name: The name of the organization shall be the Frederick County Health Care Coalition.

Article II

Statement of Purpose: The purpose of the Frederick County Health Care Coalition is to improve availability and accessibility to quality health care in Frederick County.

Article III

Section I. General Membership Eligibility: The membership of the Frederick County Health Care Coalition shall be open to charitable and religious groups, business and corporate entities, state and local government organizations, health care providers, private non-profit organizations, coalitions and citizen groups, and individuals. The Executive Committee of the Coalition, on an ongoing basis, will review the composition of membership and actively recruit and invite participation of representatives to ensure that membership is inclusive of all eligible sectors.

Section II. Application Procedure: Organizations, agencies, and individuals may become members by written request to the Executive Committee. All new members shall be given a copy of the By-Laws for Frederick County Health Care Coalition and a membership list.

Section III. Membership Expectations: Each member will actively participate on one or more of the standing and/or ad hoc committees.

Section IV. Voting: Each member present at a general or special Coalition meeting is eligible to one (1) vote in general Coalition business. A member cannot delegate a second party to vote in any Coalition business.

Section V. Resignation: Any member may resign by written notification to the Chairperson of the Executive Committee.

Section VI. Communication: Notice of general Coalition meetings shall be sent to the membership at least two weeks prior to the meeting. The minutes of the general Coalition meeting shall be sent out to the general Coalition membership within two weeks following the meeting. All meetings shall be open to the public.

All member correspondence will go through the standing committees.

Section VII. Special Meetings: Special meetings of the membership may be called upon reasonable, advance notice to all members. Business not on the agenda may not be introduced at any special meeting. The Executive Committee shall decide all items on the agenda.

Section IX. Dues: Organization/agency members will be assessed dues at a rate established at the last general Coalition meeting of the fiscal year for the next fiscal year. Individual membership dues will be established at 50% of the rate established for organizations and agencies. No consumer of services will be denied membership due to the inability to pay annual dues. Requests for waiver of membership dues should be made to a member of the Executive Committee. Waiver of membership dues can be approved by the majority vote of Executive Committee. Organization, agency or individual that becomes a member more than six months into the fiscal year will be assessed fifty percent of the annual fee for that year.

Section X. Fiscal Year: The Fiscal Year of the Coalition shall be July 1 - June 30.

Article IV

Section I. Executive Committee: The Executive Committee represents those who are in need of healthcare, and those who advocate and/or provide mental, oral and physical care. The initial Executive Committee shall be comprised of the following:

1. (5) At-Large members
2. The elected chairpersons of each standing committee

No agency, organization, or company shall have more than two (2) representatives.

Nominations for At-Large membership on the Executive Committee may be made verbally or in writing. Candidates may be nominated by themselves or by other Coalition members. Elections will be held during the last regular Coalition meeting of the fiscal year. Executive Committee members are elected by a majority vote of the general membership present at that meeting.

Officers of the Executive Committee shall be Chairperson, Vice-Chairperson, Secretary and Treasurer. Officers shall be elected by Executive Committee at the first Executive Committee meeting of the fiscal year. An officer may hold more than one position at a time. When the Secretary is absent or unable to serve, the Chair shall appoint one of those members present to serve in that capacity on that occasion. Vacancies of elected positions may be filled by vote of the membership at a general or special meeting of the Coalition.

The Executive Committee shall meet monthly. The terms of office for each of the elected officers shall be one year. No officer may hold the same elective office for more than three consecutive years. The Vice-Chairperson may not be an employee of the same agency or organization as the Chairperson.

Section II. Duties of Elected Officers:

Chairperson: The Chairperson shall preside at and prepare the agenda for all meetings; and shall sign any instrument which the Coalition has authorized to be signed or executed, except in cases where the signing or executing may be expressly delegated to some other officer; and in general the Chairperson shall perform all duties incidental to the office and such other duties as may be prescribed by the Coalition.

Vice-Chairperson: It shall be the duty of the Vice-Chairperson to act as Chairperson in the absence or inability of the Chairperson to act.

Secretary: The Secretary shall keep the minutes of all meetings; shall see that all notices for meetings are sent in a timely manner; shall maintain a current roster of membership, shall be the custodian of the records of the Coalition; and in general perform all other duties incident to the office.

Treasurer: The Treasurer shall receive dues and other monies and is responsible for payment of expenses.

Section III. Standing Sub-Committees:

Standing: The Executive Committee shall determine the need for standing committee(s) to address specific areas of Coalition interest the nature of which is anticipated to last one or more years. The initial standing committees shall be:

1. Affordability of Healthcare
2. Availability of Healthcare
3. Community Healthcare Needs Assessment
4. Prescriptions

Each standing committee shall elect a Chairperson who will be its representative to the Executive Committee.

Ad Hoc: The Executive Committee shall determine the need for ad hoc committee(s) to address specific areas of Coalition interest the nature of which is anticipated to be brief (less than one year) in duration.

Article V:

Proposed amendment(s) to the By-laws shall be submitted to the general Coalition membership for a vote at a regular or special meeting. Written notice of proposed amendment(s) shall be distributed to the general membership in the manner provided in the By-laws for giving notice of special meetings. The proposed amendment(s) shall be adopted upon receiving affirmative vote of the majority of the general membership present at the meeting.